

Professional and Managerial Branch
Police Administrative Group
Training Series

POLICE TRAINING MANAGER

05/98(SAC)

Summary

Under general direction, manage Police Department training and development programs, and participate in recruitment and selection.

Typical Duties

Research, plan and develop comprehensive Police training and development programs. Involves: creating professional development, continuing education (CE), operational and specialized training programs in compliance with all Texas Commission of Law Enforcement Officer Standards and Education rules, regulations, and policy; meeting with Police Department division heads, City officials, and State and Federal law enforcement association and agency representatives to determine current and anticipated training needs; formulating training policies and schedules using knowledge of identified training needs and changes in regulations, procedures or services.

Direct and control training classes, scheduling, and participant documentation. Involves: evaluating effectiveness of training programs by testing or other means; recommending improvements and implementing revisions in current programs; preparing course announcement and registration; notifying attendees and supervisors of changes in dates or locations; ensuring courses taught as scheduled, and propriety of staff participation; oversee record keeping related to training of recruits, including employee certifications; attendance records, grades, incident and injury reports, and similar documentation.

Act as liaison to Personnel Department for recruitment and selection. Involves: participating in planning, developing and conducting recruiting campaigns; coordinating hiring testing in conjunction with Personnel Department; conducting interviews and recommending hiring selections; conducting background checks and selection interviews; drafting recommendation of candidate removal from eligible lists; representing the department regarding candidate removal before the Civil Service Commission.

Supervise personnel assigned to training division. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; enforcing personnel rules and regulations, standard of conduct, work attendance, and safe working practices; ensuring adherence to applicable regulatory and departmental standards of conduct and patient care, safety and medical protocols and procedures; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform related work as required. Involves: substituting for subordinates or coworkers during temporary absences by performing delegated duties and responsibilities sufficient to maintain continuity of normal operations, if required; preparing lessons and assignments including course outlines, handouts and training aids; completing grant applications and administering grant funds; preparing budget and overseeing expenditures for division; staying abreast of developments in law enforcement.

Minimum Qualifications

Training and Experience: Completion of Bachelor's Degree in Law Enforcement, Business Administration, Liberal Arts, Education or a related field; six (6) years experience in training and organizational development, including development and implementation of training programs for an organization of similar size and type; or and equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: principles and practices of training and organizational development; training curricula and material development and presentation. Good knowledge of methods of personnel assessment and employee selection. Some knowledge of: law enforcement training methods and procedures; State and Federal regulations for police training and related record keeping; supervisory and budgetary techniques.

Ability to: develop, implement and assess highly specialized technical training program to achieve Police Department objectives; establish and maintain effective working relationships with fellow employees, officials and the general public; firmly and impartially exercise supervisory authority and enforce established rules and

regulations; express oneself clearly and concisely, both orally and in writing; maintain records and prepare reports.

Skill in the use of: a motor vehicle through city traffic; computers and related software.

Licenses and Certificates: Texas Class "C" Driver's Licenses or equivalent issued by another state by time of appointment. Obtain and maintain current certification as an instructor by Texas Commission on Law Enforcement Officer Standards within six (6) months of date of hire.

Director of Personnel

Department Head

OFFICIAL